Your future!

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A

SCHEME OF

APPRENTICESHIP

for

DISPENSING OPTICIANS

prepared
under the auspices of the
Council of
The Guild of British Dispensing Opticians

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The successful development of modern Industry and the shortage of man power demand that every resource be used to place juniors in positions for which they are suited and which offer suitable prospects of progress.

Industrialists have welcomed the recent Education Acts and the work of the Ministry of Labour in planning for the scientific employment of man and woman power by the elimination of "blind-alley" occupations and the haphazard selection of jobs without regard to the suitability of those employed in them.

In this careful approach to occupational ability lies one of the necessary solutions to the problem of improved and increased output which will confront the British Nation for several years, and which, even after that period, will mean the continued industrial efficiency essential to the maintenance and progress of the country's production.

The Council of the Guild of British Dispensing Opticians has, therefore, arranged for the introduction of a Scheme of Apprenticeship for the Optical Dispensing Trade. The details of this Scheme are dealt with in the following pages and they are commended to the careful study of parents and others who are concerned with the placing of young men and women into occupations with a future.

1. THE APPRENTICESHIP

In brief the Apprenticeship made between the Apprentice, his Parent or Guardian, and the Employer lasts for 4 years during which time the Apprentice is expected to take the Preliminary and Final Dispensing Examinations of the Association of Dispensing Opticians and the Employer undertakes to train the Apprentice as a DISPENSING OPTICIAN.

A condition of admission to the Association's Examinations is the possession of the School Certificate or its equivalent. Prospective apprentices will therefore need to be of this educational standard.

The Deed of Apprenticeship contains the usual safeguards for Employer and Apprentice, provides opportunity for the latter's studies, and names Arbitrators in the event of dispute.

2. OPTICAL DISPENSING

It is estimated that approximately 4,000,000 persons seek optical treatment and are supplied with spectacles each year. Under the new National Health Service this figure will certainly increase.

Dispensing Opticians are concerned with the supply of glasses and other appliances — they do not carry out any sight-testing. As a result of this specialisation they have achieved an unsurpassed standard of fitting and their reputation is high.

The properly qualified Dispensing Optician in addition to his ability to measure and fit for spectacles every type of face, has the necessary knowledge of physics, optics and anatomy to enable him to know why any particular optical prescription has been issued and how that prescription

must be dispensed to give full advantage to the patient.

3. WORKSHOP PROCEDURE

The best possible background a Dispensing Optician can possess is a full experience of manufacturing and workshop procedure as regards frame and lens production.

In consequence the Guild Scheme of Apprenticeship lays down that the first two years of the 4 year-term of Apprenticeship must be spent in the workshops of Manufacturing Dispensing Opticians, and this period is divided up as follows :—

		Months
1.	Stock Room	4
2.	Surfacing	4
3.	Glazing	3
4.	Imshell Frame Work	3
5.	Laying Off and Checking ...	8
6.	Setting Up	2
	Months	24

NOTE.—Not every Dispensing Optician possesses facilities for the full training in workshop procedure as outlined above.

The Council of the Guild of British Dispensing Opticians has, therefore, made arrangements with those Members in possession of such facilities to afford to the Apprentices of other Employers the necessary training laid down. Upon completion of the 2 years in workshops, the Apprentice will, in such cases — and subject to any other mutual arrangements arrived at, return to his Employer for the completion of his full term by two years in the showroom.

It must be appreciated that in the event of an Apprentice attending the workshops of other than his original Employer as mentioned in the foregoing paragraph, his Guardian must be responsible for his housing and maintenance during that 2 year period. The original Employer will pay the Apprentice's wages as applicable to the 2 year period although the Apprentice will be training at the workshop of another Employer.

The Council of the Guild has undertaken to arrange with Manufacturing Members for the placing of the Apprentices of other Employers subject to the willingness of the Manufacturing Member to accept the Apprentice and the willingness of the Apprentice and his Employer for the former to train with the Manufacturing Member.

4. SHOWROOM WORK

The remaining 2 years of the term of Apprenticeship will be spent in the showroom of the dispensing optician and will be divided as follows :—

1. Measurement and frame fitting.
2. Interpretation of Prescriptions with special attention to Bifocal problems and prismatic effects of decentration.
3. Description and adjustment of frames and mountings.
4. The adequate treatment of all relevant subjects in the Syllabus for the Theoretical Section of the Final Dispensing Examination.
5. Essential clerical routine.

} 24 Months

5. STUDY AND TRAINING

The period spent in workshops and showroom will give adequate instruction for the practical side of optical dispensing.

The Apprentice will, however, need the requisite knowledge of Theoretical Optics. He will, therefore, be required to take such courses of training as will supply this knowledge. Normally this will be either by attendance at a recognised Technical Institute which provides classes in Applied Optics, or, alternatively, by the Correspondence Courses conducted by the Association of Dispensing Opticians Limited — the only representative organisation of dispensing opticians which sponsors examinations in optical dispensing.

The Correpondence Courses conducted by the Association of Dispensing Opticians, designed for those of their Members seeking qualification and unable to attend a Technical Institute, commence in October each year and terminate the following May. The Preliminary Course occupies one, and the Final Course two subsequent, winter sessions. Experience has shown that assiduous students have no difficulty in acquiring the requisite theoretical knowledge by these Courses.

6. EXAMINATIONS

A requirement of the Apprenticeship is that the Apprentice takes during the 4 year-term Preliminary and Final Dispensing Examinations of the Association of Dispensing Opticians. It is anticipated that the Preliminary should be passed during the second year of Apprenticeship.

The Final Examination is divided into two parts —Practical and Theoretical—which may be taken separately. Bearing in mind the liability of young men for Military Service, it is felt that they should

take and be successful in the Final Theoretical section before they are called up, leaving only the Practical section to be passed on their release from the Forces and during the last year of Apprenticeship.

The Ministry of Labour has been requested to agree to the deferment of Apprentices from Military or National Service until they have passed the Theoretical section.

7. QUALIFICATION

Upon passing the Preliminary and Final Dispensing Examinations of the Association of Dispensing Opticians, the Apprentice is entitled to the use after his name of the letters F.A.D.O. (Fellow of the Association of Dispensing Opticians), and is recognised throughout the Trade as a fully qualified dispensing optician.

8. WAGES

Although the Guild of British Dispensing Opticians is precluded by its Articles of Association from any activity which would constitute it a Trade Union, the Guild Council has, nevertheless, recommended to its Members the adoption of the following wage scale during Apprenticeship :—

Year of Apprenticeship	Wage
1	35/–
2	45/–
3	55/–
4	65/–

plus 15/– on passing the Preliminary Examination of the Association of Dispensing Opticians which, as mentioned in paragraph 6, should normally be in the second year of the Apprenticeship.

9. COST OF TRAINING, ETC.

Under the Guild Scheme, the Deed of Apprenticeship requires the Employer to pay at least 50 per cent. of the cost of Examinations, Study and Textbooks, and to allow the Apprentice reasonable leave of absence for attendance at Technical Institutes or for taking an approved Course of Study.

10. MILITARY OR NATIONAL SERVICE

As mentioned in paragraph 6 the Ministry of Labour has been asked to permit the deferment from calling up for Military or National Service of Apprentices until they have taken the Theoretical section of the Final Dispensing Examination of the Association of Dispensing Opticians. Any ultimate decision rests with the local Manpower Board, which is guided by individual circumstances and the fact that a *bona fide* Apprenticeship has been entered into. If an Apprentice is granted deferment on personal grounds this does not affect the Guild's Scheme.

Any period spent in His Majesty's Forces or on National Service during the term of the Apprenticeship is NOT counted as time to be included in the Apprenticeship. Apprenticeship is only completed after the Apprentice has spent 2 years in optical workshops and 2 years in a Dispensing Optician's showroom.

11. DISPUTES

In the event of any dispute arising between any parties to the Deed of Apprenticeship, the Council of the Guild or any body to which it delegates authority, is named as Arbitrators to determine the dispute and the decision of the Council of the Guild or body appointed by it is final and binding on all parties.

12. INSPECTIONS

During the term of Apprenticeship an Inspection Committee, consisting of one of the Members of the Guild's Apprenticeship Committee and the Guild's Secretary, has the right of attending the Apprentice's place of occupation, interviewing the Apprentice, his Employer or Employer's representative, and if necessary of communicating with the Guardian to ascertain that the conditions of the Apprenticeship are being observed to mutual satisfaction.

Any correspondence or enquiry relating to the Scheme of Apprenticeship should be made under the Reference G/636/2 to :—

The Secretary,

Guild of British Dispensing Opticians Ltd.,

36, Cavendish Square,

London, W.1,

who will be pleased to offer every assistance and from whom copies of the Indenture may be obtained.